HARFORD COUNTY
PUBLIC SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

May 1, 2024

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

OPEN TO HCPS EMPLOYEES ONLY
DEPARTMENT CHAIRPERSON
High School (CORE)

Performs duties to improve the quality of instruction in the department to which the chairperson is assigned.
- *Department Chairpersons are required to work one additional hour per day beyond the teacher schedule.*
- *Department Chairpersons have the opportunity to work up to three additional days during the summer.*

> *Schools with Department Chairperson vacancies that do not have a teaching vacancy within that specific content area must be filled with an "In-School" candidate.*

> *Schools with Department Chairperson vacancies that do have a teaching vacancy within that specific content area may be filled with a "County-Wide" candidate.*

DUTIES AND RESPONSIBILITIES INCLUDE	*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Demonstrates and applies knowledge and understanding of current issues and instructional trends in content area.
- Provides school-wide leadership for the preparation and implementation of local, state, and national assessments.
- Monitors and assesses student achievement and participation outcomes using appropriate data collection and analysis.
- Implements and models effective instructional strategies in the classroom by serving as a coach for instructional staff.
- Serves as a member of the instructional appraisal team and is actively involved in the appraisal process.
- Participates in professional development activities which enhance the department chairpersons' role as an instructional leader.
- Collaborates with the Instructional Leadership Team and content area supervisors to provide instructional support and professional development opportunities.
- Coordinates and provides for the evaluation, selection, procurement, inventory, and distribution of textbooks and other instructional materials and equipment.
- Assists the principal and supervisor in planning, conducting, and evaluating departmental meetings and other in-service activities.
- Assists in the orientation of teachers new to the department as requested by the principal and supervisor.
- Assists with substitutes working in the department.
- Coordinates the ordering and distribution of supplies for the department.

- Assists the principal in presenting staff development programs to members of the department for the purpose of improved instruction.
- Participates in school and county curriculum development.
- Assists in the preparation of the departmental budget.
- Performs other work-related duties as assigned.

SALARY

Annual compensation is based upon the rate established by the Negotiated Agreement.

REQUIREMENTS

- Hold or be eligible for a Maryland Advanced Professional Certificate with endorsements in the requisite content area.
- Hold tenure.
- Experience and/or coursework which support knowledge of curriculum development and supervision.
- Five years of successful teaching experience which may include, but is not limited to, specialized areas such as guidance, speech-language pathologist, psychologist, or pupil personnel worker.
- Demonstrated mastery in the appropriate content area.
- Exhibits knowledge, skill, and experience working with both information and instructional technology.
- Outstanding oral and written communication skills.
- Outstanding leadership, management, and organizational skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until **Wednesday, May 8, 2024**.